



## INDIVIDUAL ARTIST GRANT PROGRAM APPLICATION FORM: 2006-2008

### Instructions

**IMPORTANT:** Read the program guidelines and application instructions thoroughly before completing this application. **Grant period:** September 1, 2006 to February 29, 2008. **Application deadline:** March 1, 2006 (5:00 p.m.) **(NOTE: If the deadline date falls on a weekend or a holiday, applications are due by 5:00 p.m. on the first work day following the deadline date.)**

Applications and program guidelines are also available in electronic form on the Cincinnati Recreation Commission (CRC) website [www.cincyrec.org](http://www.cincyrec.org). Read the forms instructions before completing the application. Use **only** the official application form. Maintain the margins provided. Complete the application using **computer-generated type or a typewriter**. The Cincinnati Arts Allocation Committee (CAAC) will **not** consider handwritten applications, incomplete applications, illegible applications, submissions on altered forms, applications submitted by fax or email, or applications that use typeface that is smaller than the type on this section of the application form. Attachments answering the questions asked on the form will be discarded. Submit the original, signed application form to CRC. Keep a file copy.

### A. Applicant Information

1. Full Legal Name: \_\_\_\_\_ 2. \_\_\_\_\_  
(*not artistic alias*) First Name Middle Name Last Name Social Security No.
3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_  
DUNS No. Phone No. Fax No. Email Address
7. \_\_\_\_\_  
Residence Address (*street address only, not P.O. Box*) City State Zip
8. \_\_\_\_\_  
Mailing Address (*if different from residence address*) City State Zip

### B. Background of Artist

Describe your arts background and training. Include the exposure your work has had before the public such as selected exhibits, performances, publications, and recordings, as appropriate to your discipline. Include arts awards you have received such as grants, fellowships, and prizes.

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## C. Description of Request

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1. Which artistic discipline best describes the work or project to be funded under this grant? (Check one.)

<input type="checkbox"/> Dance	<input type="checkbox"/> Media	<input type="checkbox"/> Theater
<input type="checkbox"/> Interdisciplinary Work	<input type="checkbox"/> Music	<input type="checkbox"/> Visual Arts
<input type="checkbox"/> Literature	<input type="checkbox"/> Performance Art	<input type="checkbox"/> Other (specify) _____

**2. Project/Activity Description:**

a. Describe the project/activities to be funded under this grant. Include descriptions of the work to be created and the type(s) of public presentations(s) that will be made in Cincinnati during the grant period.

b. Describe in detail the specific type(s) of expenses you propose to pay with City grant Funds. (NOTE: This information must be more detailed than but consistent with the information you provide in Section F 1.)

3. Who is responsible for carrying out the proposed project/activities described above? Include the role of the applicant **and** the names, backgrounds, and roles of any other creative artist or representative(s) of organizations(s) whose involvement is required to successfully carry out the proposed project/activity.

4. A minimum of one public presentation of funded work is required to take place at a site within the Cincinnati city limits during the grant period. Provide the information requested below for *each* grant-related public presentation planned to take place in Cincinnati during the grant period. Do *not* list activities planned to take place outside the Cincinnati city limits or that will exclusively serve non-Cincinnati residents. (Refer to the program guidelines for information on the public presentation requirement, documentation of public presentation, and how to confirm whether an address is in Cincinnati.)

Type of Activity	Date of Public Presentation (Mo/Day/Yr)	Presentation Location (Name of Venue or Organization, Address, Zip Code, Neighborhood)	Contact and Phone at Presentation Location	Type of Documentation Submitted (See Guidelines)
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## D. Audience

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1. Describe the target audience for your project/activity.
2. What is the estimated number of individuals who will attend, view, or hear the public presentations of grant-related activities? (Figures must be for grant-related activities in the corporate limits of the city of that are open to and serve residents of Cincinnati.): \_\_\_\_\_
3. How did you arrive at this estimate?

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## E. Promotion

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How will you promote your project/activity and the public presentation(s) in the Cincinnati city limits to the targeted audience(s) described in Section D?

## F. Budget

### 1. City Arts Grant Request and Total Budget

Provide a summary of the budget for the proposed project/activity. In Column A, list expenses you propose to pay in part or in full with City grant funds (*maximum grant request: \$5,000*). This information *must* be consistent with the *detailed description of the proposed use of City grant funds in Section C2b*. *Grant writing tip:* Earmark the City portion of the budget for larger dollar amount expenses in a limited number of expense categories. This will simplify record keeping and reporting if your application is funded. In Column B, list expenses you will pay with cash contributions from other sources. Add columns A and B, and provide total budget figures in Column C.

#### Expense Category

City Arts Grant Request (A)	+	Cash Contribu- tions from Non- City Sources (B)	=	Total Budget (C)
Outside Professional Services	\$		\$	
Studio/Rehearsal/Presentation Space Rental				
Marketing/Publicity/Promotion				
Equipment Rental				
Consumable Supplies				
Production/Exhibition Costs				
Liability Insurance				
Grant Recipient Stipend ( <i>maximum: \$3,500 or 70% of request amount, whichever is less</i> )		XXXXXXXX		
Other (specify type: _____)				
<b>Total</b>	\$		\$	
(A)		+	(B)	= (C)

### 2. Matching Support: Cash Contributions from Non-City Sources

Matching support for the City arts grant request *must* include cash contributions. (See program guidelines for more information.) Identify the sources of each of the cash contributions you listed in Column B, Section F1. Include *only* income that is *directly related* to the proposed project/activity. *If you have confirmed or anticipated income from types of income sources that are not listed* (e.g., employment income, savings, sale of work) or from corporate, foundation, other City of Cincinnati, State of Ohio, or other government sources, list major income sources in the spaces provided in the column headed "Income Source." Check whether each type of cash contribution is confirmed or anticipated.

Income Source	Amount	Confirmed	Anticipated
Ticket receipts, admission, subscriptions	\$		
Sales of food or beverages, parking, publications, rentals, etc.			
Memberships			
Tuition, class, workshop fees			
Corporate support ( _____ )			
Foundation support ( _____ )			
Other City of Cincinnati support ( <i>not from arts allocation</i> ) ( _____ )			
State of Ohio support ( _____ )			
Other government support ( _____ )			
Other (list) _____			
<b>Total Income</b>	\$		
<i>(Must equal total of Column B, Section F1)</i>			

### 3. Matching Support: In-kind Contributions

Identify the source, type and value of each ***non-cash*** donation for the proposed project/activity. Check whether each item is confirmed or anticipated. Refer to Item 7 (Matching support) in the Eligibility Requirements section of the program guidelines for more information.

Source/Type of Donation	Value	Confirmed	Anticipated
_____	\$ _____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>Total In-kind Contributions</b>	\$ _____		

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### G. Assurances

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I hereby certify that all statements in this application are true and correct to the best of my knowledge. I understand that all information on this application is not required by law, but that failure to complete all sections of the application may result in a grant not being awarded. I understand that the information contained in this application, once submitted to the City of Cincinnati, is subject to the provisions of the Ohio Public Records Act. I understand that submission of this application signifies intent to comply with all general and specific guidelines and regulations of the grant program and the City of Cincinnati.

I hereby release the City of Cincinnati, the Cincinnati Recreation Commission (CRC), the Cincinnati Arts Allocation Committee, and their staff from any liability and/or responsibility concerning loss of, or damage to, materials submitted to CRC. I understand that if I do not collect my support material(s) from CRC within one (1) year from the date of this application, such material(s) will be destroyed.

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### H. Signature

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\_\_\_\_\_  
Signature of Applicant (*Must be 18 or older. Sign in blue ink.*)

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Full Legal Name of Applicant (*type*)

Recreation programs and facilities are open to all citizens regardless of race, gender, color, religion, nationality or disability. CRC is an Equal Opportunity Employer and is committed to supporting the Americans with Disabilities Act. Please call if you require any special accommodations.

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## Checklist

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I have included the following:

- \_\_\_\_\_ **Application.** One (1) completed current Individual Artist Grant Application Form with *original* signature.
- \_\_\_\_\_ **Completed Artist Profile.** One (1) copy of completed artist profile. (**NOTE:** This information will be used for statistical evaluation purposes *only* and has absolutely no part in the selection of grant recipients.)
- \_\_\_\_\_ **Examples of work.** Support materials that document work the applicant has completed *within the last five (5) years*. Submission requirements are specified in the grant program guidelines. (**NOTE:** Submit *only* the number and type of support materials specified in the guidelines. *Make no substitutions.*)
- \_\_\_\_\_ **Self-addressed, stamped mailer.** The mailer is for return of audiotapes, audio CDs, DVDs, production photos, slides, and videotapes. Printed materials will *not* be returned. (**NOTE:** Do *not* send cash, checks or money orders to cover return postage. If no return mailer is provided, support materials will be held for one (1) year and then destroyed.)
- \_\_\_\_\_ **Documentation of confirmed public presentation(s).** Materials documenting planned public presentation(s) listed in Section C4 of the application. Acceptable types of documentation are specified in the grant program guidelines. (**NOTE:** Submit *only* the types of documentation specified in the guidelines. *Make no substitutions.*)
- \_\_\_\_\_ **Documentation of intent to collaborate.** Original letter(s) of intent from collaborating creative artist(s) or representatives of organization(s) as pertinent to the application. (See grant program guidelines and Section C3 of the application.)

**NOTE:** All applications and support materials must be *received* (not postmark dated) in the CRC office by **5:00 p.m. March 1. If the deadline falls on a weekend or a holiday, applications are due by 5:00 p.m. on the first work day following the deadline date.** Applications not meeting the submission deadline will *not* be considered. Applications submitted by fax or email will *not* be considered.

**Questions? Call CRC at (513) 352-4985.**

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## ARTIST PROFILE

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### Instructions

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The City of Cincinnati requires that the following information be collected from applicants for arts funding. This information will be used for statistical evaluation purposes only and has absolutely no part in the selection of grant recipients.

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### Applicant Information

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1. What is your sex?

☐ Female  
☐ Male

2. What is your racial/cultural heritage? (Check all that apply.)

☐ African-American, Black  
☐ American Indian, Alaskan Native  
☐ Appalachian  
☐ Asian  
☐ Hispanic  
☐ Native Hawaiian, Other Pacific Islander  
☐ White  
☐ Other (Specify: \_\_\_\_\_)

3. Do you have a disability that significantly limits a major life activity?

☐ Yes  
☐ No

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